



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

DATE: June 30, 2011
POSITION TITLE: Temporary Law Clerk
LOCATION: Oakland, California
CLASS LEVEL: JSP11/01- JSP13/10
SALARY: \$67,963 – \$125,926 / Depending upon Experience and Qualifications
CLOSING DATE: July 25, 2011

Position Overview

The court is accepting applications for a full-time temporary law clerk position. The temporary law clerk will work in the court's Oakland office and will assist U.S. Magistrate Judge Laurel Beeler by researching and writing on a wide range of issues that arise in federal litigation. The position is available beginning on August 8, 2011 with an expected end date of January 6, 2012. Prior to the start date, the law clerk will be expected to attend a week-long unpaid training. This position has a thirty-day probationary period. After the first month, the temporary law clerk position might transition to a part-time position (60-80% job share).

Minimum Qualifications

For consideration, applicants must be law school graduates with outstanding academic records and excellent research and writing skills. Candidates with at least one year of post graduate legal work experience in a high-volume, production-oriented work environment are preferred. Candidates with experience as a law clerk to a magistrate or district judge are especially invited to apply.

Application Procedure

Qualified candidates should apply as soon as possible. For consideration, applicants must submit materials electronically to Judge Beeler through the OSCAR system located at <https://oscar.uscourts.gov/>. Applicants must provide Judge Beeler with: (1) an introductory cover letter (addressed to Hon. Laurel Beeler, U.S. Magistrate Judge, Northern District of California, 1301 Clay Street, Suite 400S, Oakland, CA 94612-5212), (2) a chronological resume, (3) a writing sample, (4) a law school transcript and (5) two letters of recommendation. Please also list your references in either your cover letter or attached to your resume.

INFORMATION FOR APPLICANTS: The successful candidate for this position is subject to a FBI fingerprint check and background investigation-employment will be provisional and contingent upon the satisfactory completion of the required background investigation, will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.